

MINUTES OF THE MEETING OF CHARMOUTH PARISH COUNCIL
HELD AT THE ELMS ON TUESDAY 23rd MAY 2017

PRESENT: Richard Acton, Graham Bender, David Clifford, Judy Fellingham, Peter Noel, Paul Oatway, Judith Sheppard, Chris Shirley-Smith

IN ATTENDANCE: Lisa Tuck – Parish Clerk; Melissa Kirkby - Deputy Clerk;
 County / District Councillor - Daryl Turner;
 District Councillor - George Symonds

238/17 ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

RESOLVED unanimously that Peter Noel be elected as Chair for the coming year.

239/17 ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED unanimously that Paul Oatway be elected as Vice Chair for the coming year.

240/17 REPRESENTATIVES TO EXTERNAL ORGANISATIONS

1. To appoint a representative to the Friends of Charmouth Library – Martin Sayers to continue.
2. To appoint a Footpath Liaison Officer(s) – Ron and Jean Dampier to continue.
3. To appoint 2 Trustees for Charmouth Heritage Coast Centre – Paul Oatway to continue and Richard Acton appointed.
4. To appoint 2 representatives for the Almshouse Charities – David Clifford and Paul Oatway to continue.
5. To appoint a Public Transport Representative – Graham Bender to continue.
6. To appoint 2 representatives for the DAPTC Western Area Committee – Peter Noel and Paul Oatway to continue.
7. To appoint a representative for the St Andrews Community Hall Management Committee – David Clifford appointed.
8. To appoint a representative for the Bridport Area Partnership Committee – Martin Sayers to continue.
9. To appoint a representative for the Lyme Regis Area Partnership – Richard Acton appointed.
10. To appoint a Tree Officer - Graham Bender appointed.
11. To appoint a Highways Officer – Graham Bender and Chris Shirley Smith to continue.
12. To appoint a representative to the Twinning Association - Chris Shirley-Smith to continue.
13. To appoint a Flood Warden/Deputy – Graham Bender and Paul Oatway to continue.
14. To appoint a representative for the Dorset Partnership for Older People Project – Judy Fellingham appointed.
15. To appoint a representative to the Charmouth Local History Society (Pavey Group) – Chris Shirley-Smith to continue.

RESOLVED that the Representatives to External Organisations (items 1 - 15) were agreed for the coming year.

241/17 APPOINTMENT OF A FORESHORE COMMITTEE

RESOLVED that the Foreshore Committee consist of Graham Bender, Judy Fellingham, Paul Oatway (ex-officio member), Judith Sheppard, Chris Shirley-Smith, and one vacancy.

242/17 APPOINTMENT OF A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Graham Bender, David Clifford, Judy Fellingham, Martin Sayers and Chris Shirley-Smith.

243/17 APPOINTMENT OF A PLANNING COMMITTEE

RESOLVED that the Planning Committee consist of Richard Acton, Graham Bender, David Clifford, Judith Sheppard and one vacancy.

244/17 APPOINTMENT OF A FINANCE AND GENERAL PURPOSES COMMITTEE

Standing Orders dictate that the Finance and General Purposes Committee should consist of the Chair and Vice Chair of Council, the Chairs of the Foreshore Committee and the Playing Field, Cemetery and Street Management Committee and one other Councillor.

RESOLVED that the Judith Sheppard remain the additional member of the Finance and General Purposes Committee for the coming year.

245/17 APPOINTMENT OF A WORKS SUB-COMMITTEE

Standing Orders dictate that the Works Sub-Committee comprise of the Chairs of the Finance and General Purposes ; Foreshore; HR and Playing Field, Cemetery and Street Management Committees and one other councillor.

RESOLVED that the appointment be postponed until the June meeting when the Chairs of Committee are known.

246/17 APPOINTMENT OF AN HR COMMITTEE

RESOLVED that the HR Committee consists of Richard Acton, Graham Bender, David Clifford, Chris Shirley-Smith and one vacancy.

247/17 CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

RESOLVED that comments from the public should continue to be at the start of the meeting for no more than half an hour as currently.

248/17 APOLOGIES

Martin Sayers (holiday); George Symonds (other commitments).

249/17 DECLARATION OF INTEREST

The Chairman reminded the Council of the need for individuals to declare an interest on either of the two types of interest as set out below.

- a) On items on the agenda, and
- b) On gifts greater than £50 in value – there were no declarations.

250/17 PUBLIC PARTICIPATION

There were no members of the public present.

251/17 DORSET COUNTY COUNCIL ISSUES

Cllr Noel congratulated Daryl Turner on his re-election to the County Council and his appointment to the Cabinet.

Cllr Daryl Turner was limited in what he could say because of purdah. In general the Unitary “Decision” from the secretary of State, was due the day after the atrocities in Westminster but because of the incident that release was not forthcoming. The County Council Pre-Election period delayed this further and now the General Election will delay the decision further still. It is quite likely that it could be September at least. The timetable for Elections to a Unitary Authority in May 2019 has to be in doubt.....

At the first full Council last week Rebecca Knox was made Leader of the Council & the new Cabinet appointed. Daryl confirmed that he had gained The Portfolio for The Natural & Built Environment.

252/17 WEST DORSET DISTRICT COUNCIL ISSUES

There were none reported.

253/17 MINUTES OF THE MEETING HELD ON 25 APRIL 2017

RESOLVED that the minutes of the meeting held on 25 April 2017 be approved with no corrections.

254/17 MATTERS ARISING FROM THE MEETING MINUTES (for report only)

None.

255/17 FORESHORE COMMITTEE (Meeting held on 2nd May 2017)

1. Cllr Oatway referred to item 6d of the Foreshore Minutes that refer to the mud signs. The sign would be installed on the north side of the path that leads from the Footbridge to East

Beach and the Café. Cllr Oatway proposed that the sign be purchased at a quoted cost of £743.28 plus VAT and taken from the Foreshore Maintenance budget.

Cllr Sheppard was concerned as she had been down to the foreshore and there was a sign very similar already at both sides of the beach. There are already so many signs. Cllr Oatway confirmed that this proposal that has come from the County Council with the aim to make the view to the sea as uncluttered as possible.

RESOLVED that the sign and installation be purchased at a quoted cost of £743.28 plus VAT and taken from the Foreshore Maintenance budget. Another beach visit by Councillors and Sally King from DCC would take place, to decide the location of the sign.

2. The East Beach Concession had requested that the Council flatten out the ledge in front of the cabin. Cllr Oatway had taken photos which had been distributed to the Committee to see the problem. Cllr Oatway believed that this work would not be included within the Beach Management Plan.

RESOLVED that Cllr Oatway would contact Natural England with the intention of providing covering material for the exposed concrete in this area. The Council will write to Mr Postle requesting that he reinstate the handrail and reminding him of his responsibility for the steps.

256/17 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE (Meeting held on 2nd May 2017)

There were no proposals.

257/17 PLANNING COMMITTEE (Meeting held on 9th May 2017)

The minutes of the meeting had been circulated and the following applications had been received and commented on:

1. WD/D/16/000530
Heron Cottage, The Street, Charmouth
Removal of rear wall and outbuilding to form rear single storey kitchen extension.
No Objection
2. Cllr Noel had concerns that the Neighbourhood Plan committee were not advancing their application for funding. Cllrs Oatway and Clifford would attend the next NP Meeting to find out how the grant application is progressing.
3. The next meeting of the Planning Committee will be held on Wednesday 7th June at 6pm instead of the scheduled 13th June. This change has been advertised.

258/17 ISSUES RELATING TO THE FINANCE AND GENERAL PURPOSES COMMITTEE (No meeting held in May 2017)

1. Accounts For Approval - May

HMRC (PAYE)	1,558.43	
Travis Perkins	130.25	
A J Supplies	14.40	
S E Marshall	99.99	Paypal
Grieg and Allen	56.40	
DAPTC	70.00	
Prospect Garage	260.57	
Lyreco	59.36	131.25 - 71.99
Mark Wickenden	548.20	
Hansford Construction	1,152.00	
M C Carpentry	80.00	
WDDC	1,291.68	Direct Debit
John Peers	429.80	
Zurich Insurance	114.00	
EDF Energy (Gas)	319.86	Online Payment with card
Morgans	50.10	Cheque
HP Store	38.28	Paypal
Axminster Printing	225.00	
Creative Solutions	142.76	
C W Blackwell	2,090.00	
	8,731.08	

RESOLVED that the Accounts for Approval for 2017 be accepted and approved.

2. Report of Accounts

REPORT OF ACCOUNTS FOR CHARMOUTH PARISH COUNCIL - Apr-17

	£	£	£
		Current Ac	Deposit Ac
Cash Book Balance at 31 March 2017		30,902.44	146,152.18
Income:			
Transfer to Current Account		0.00	
Precept/Support Grant	40,291.00		
PF Rent/Cem			
Fees	287.50		
Foreshore - Rents/Car Park/Beach Huts etc	28,023.05		
MH Room	170.40		
Interest			17.39
		68,771.95	

Expenditure:

Transfer from Deposit Account	0.00	15,000.00
Accounts paid in April (inc PAYE but not VAT)	7,735.44	
BandCE Holdings Ltd (Pensions)	164.33	
S E Marshall	99.99	
		7,999.76

Direct Debits:

Santander charges	26.83	
BT - Main Office Phone	40.00	
BT - Fsh Office	29.39	
BT - Fsh Emergency Phone	22.21	
BT - Autodialler	82.09	
Water2Business (Foreshore)	20.50	
WDDC - Foreshore/Cemetery Rates	1,186.04	
WDDC - Elms Rates	252.90	
DCC - Foreshore/Cemetery Bins	250.57	
British Gas - Elms	39.07	
EDF Energy - Foreshore	2,181.31	
EDF Energy - Elms	61.00	
EDF Energy - Playing Field Pavilion	714.86	
EDF Energy - Depot	13.00	
EDF Energy - Cemetery Chapel	25.00	
Public Works Loan Board	0.00	
Wages - Net	6,457.38	
HMRC (VAT)	0.00	
		11,402.15
Cash Book Balance at 30 April 2017		<u>80,272.48</u> <u>131,169.57</u>

Represented by:

Bank Santander		80,272.48
Working	37,645.41	
Contingency	421.04	
Earmarked Reserve	93,103.12	
		<u>131,169.57</u>
Business Deposit Account		131,169.57
Nat West Account		1,000.00
Nat West Savers Account		2,406.80

RESOLVED that the Report of Accounts for April 2017 be accepted and approved.

3. The Clerk's report for May had been circulated to the Councillors and it was

RESOLVED that the Clerk's report for May 2017 be accepted and approved.

4. Monthly Accounts

Following circulation of the monthly spreadsheets it was

RESOLVED that the monthly accounts for April 2017 be accepted and approved.

5. Pavey Room alterations

They are planning to put on a temporary exhibition this summer. They have requested to make some small changes to the Pavey Room. They also wanted confirmation that the Council does the PAT testing in the room, which it does.

RESOLVED that permission be given for the changing of the fluorescent light to spotlights by a registered electrician and the fixing of mdf panels to the walls.

259/17 REPORTS FROM NOMINATED REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

Cllr Oatway reported that he was surprised that Changing Spaces part of St Andrews Church had contacted the CHCC with a written proposal that they were offering the CHCC to chance to sign up to. The proposal was for alternative accommodation in the event of the Heritage Centre building disappearing. He thought it would have been polite and as a matter of protocol for them to come to the Council as the owners of the building.

260/17 CORRESPONDENCE AND COMMUNICATIONS MAY 2017

The following emails were received:-

- Jane Morrow – Shoreline submission deadline reminder
Any reports for Shoreline should be sent to the office.
- Daryl Turner – New Highways Officer
A new Highways Officer has been appointed but contact should be through the Parish office in the first instance.
- DAPTC – Plant a Tree Charter Legacy Tree
To be passed to the Playing Field, Cemetery and Street Management Committee for their next meeting.
- DAPTC – Chief Executives Circular – DAPTC Annual General Meeting 2017
- BLAP – BLAP Bulletin
- Daryl Turner and Russell Goff – Coast Path Diversion Signs Missing
- BLAP – BLAP Steering Group Agenda
- DAPTC – Western Area meeting Thursday 25th May 2017
- DAPTC – Information for Parish and Town Councils about Road Verge cutting in Dorset.
- DAPTC – Public consultation – sharing the headline responses 14 June 2017
- Michael Odonovan (DCC) – Highways working together update – Top 12 performance and Community Highways Officer
- Flood Wessex – Dorset Flood Warden Seminar 18th May
- Dorset Coast Forum – ENews May 2017
- Bridport Town Council – Meeting with BLAP Parish Council – Note from the BLAP Chair
- The Jurassic Coast Team – Discover the Undercliffs National Nature Reserve

- Daryl Turner – DCC approach to managing Highway verges
- Michael Odonovan (DCC) – Highways Working Together – Sharepoint Webpage documents uploaded
- Kerry Hall (DCC) – Latest Highways Newsletter – Work finished and £19 million to spend
- DAPTC - Minutes from the DAPTC Western Area meeting on 9 February 2017
- Bridport Town Council – BLAP Bulletin
- Alan Rose – IronMan 70.3 Weymouth
- LymeForward – Turn Lyme Green invites you to a screening of “Demain”, an award winning documentary
- DAPTC – Induction training for new councillors
- DAPTC - Limited places available to book the Practical

Printed copy received of:

- CPRE Dorset Review Magazine

261/17 EXCHANGE OF INFORMATION

1. Cllr Noel referred to View From Lyme article re: Lyme Regis Town Council restructuring of committees and staff workload. This was interesting as it highlighted the problems of numerous committee meetings and decision making.
2. Cllr Noel asked the Committee members to confirm that they had delivered the parish leaflets. He also reiterated the need to let the office know that it had been done and if there were any omissions and where they were short, so that the lists can be adjusted.
3. Cllrs Oatway and Bender went to a Flood Warden training session recently. It is very clear that the role is changing so that it is not only the person who goes out and checks the water levels, but also a team to enable the information to be input to computers and circulate information etc. The Council may well have to put technology into The Mallory Hayter Room to enable it to be used as an emergency control room. In such an emergency the Council would have previously used the Executive Committee to make decisions, deal with the emergency services etc. A small core team needs to be organised to communicate and co-ordinate. Also there needs to be a complete revision of the flood plan.

The meeting closed at 8.55p.m.

Signed

Dated